

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
241-05

Effective Date:
10/24/2018

Subject:
Uniform, Equipment & Appearance

Approved by:

A handwritten signature in black ink, appearing to read 'S.D. Hebbe'.

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish uniformity and maintain a professional appearance in both uniform and non-uniform apparel, including Department owned equipment and the general appearance of all Department employees.

POLICY:

The Department will provide all necessary equipment and uniforms for a professional appearance and for the personal safety of personnel. Uniforms and equipment will be issued to commissioned officers, Community Service Officers, and Code Compliance. Individuals are responsible for cleaning and maintenance of these uniforms. The appearance of every Department employee shall adequately represent the Department's professionalism and reputation within the community, and shall not detract from a safe and efficient work environment.

PROCEDURE:

Uniforms are issued upon initial employment. Uniform items are replaced as determined by Supervision. Leather gear and other equipment will be replaced as needed.

Handguns and Shotguns are issued to commissioned officers by the Training Unit. The Training Unit may vary the particular weapon issued according to duty assignment. The Training Unit may also retrieve Department weapons if an officer is not using or qualifying with that weapon.

The Department issues duty and practice ammunition to officers when available. The Training Unit issues this ammunition at their discretion.

Issued uniforms and equipment are accounted for in the Farmington Police Department Officer Inventory Control System.

Each employee is held accountable for all issued uniforms and equipment. Uniforms or equipment that are lost, damaged or destroyed by situations other than employee negligence are replaced by the Department. Negligence or carelessness could result in disciplinary action and/or reimbursement from the employee.

All leather gear, uniforms and accessories worn by personnel are Department issued or conform to the specifications of issued uniforms and equipment.

Each Police and Community Service Officer is provided a bullet resistant vest which shall be worn for all patrol duty assignments unless otherwise authorized by the Chief of Police or designee. Code Compliance Officers are also issued bullet resistant vests which shall be worn while performing their assignments. Bullet resistant vests shall be worn by all Department personnel involved in pre-planned or high-risk situations including, but not limited to, Special Weapons and Tactics (SWAT) Team tactical operations, high-risk warrant service, and drug raids.

Detectives, in lieu of a full complement of uniforms, receive a clothing allowance semi-annually.

Officers will wear their badge and nametag on their uniform shirts and jackets while on duty.

All employees of the Department are issued appropriate Identification Cards identifying them as Department employees. The Identification Card shall have a portrait photograph of the employee. All Department Employees shall produce, upon demand of any citizen, proof of their employment with the Department through the Identification Card. Employees shall identify themselves over the phone when requested to do so, unless involved in a covert operation.

The approved Department patch is worn on both sleeves of all uniforms and jackets. Officers in a specialty position may wear the patch of their respective specialty unit on the right sleeve of all uniforms and jackets, if they so choose.

Patrol Sergeants, Patrol Corporals, Patrol Officers, Community Service Officers, and Code Compliance Officer's receive a yearly allowance to purchase and maintain acceptable footwear which must be in compliance with this policy.

Exhibit of Rank:

Sergeants wear three chevrons, while Corporals wear two chevrons which are affixed to both sleeves of the uniformed shirts and jackets. The chevrons are affixed to each uniform shirt, jacket and modified Class B uniform centered directly below the approved Department patch with the single point flank upward.

The ranks of Chief of Police, Captain, Commander and Lieutenant will wear the appropriate collar brass to signify their rank. The insignias are worn on each side of the collar, centered above the stitched seam.

Service Stripes:

Service stripes, also commonly referred to as "hash marks," are worn on the left side sleeve of all long-sleeved Class A and B uniforms. Service stripes are positioned slanted downward from left to right, inward towards the body and centered with the Department patch. The foremost service stripe will be placed with the lower right-hand corner positioned one quarter inch above the cuff. A single service stripe represents two years of service (from the officer's date of hire) and will continue to stack in two-year increments.

Lateral officers upon completion of their probationary period, may display the appropriate service stripes for previous years of service and they will jointly accrue for the remainder of their career.

Service Pins and Medals:

Service Pins will be worn directly above the right shirt pocket, with a maximum of three per row. On the Class B Uniform a maximum of six service pins may be worn. The name tag will be worn centered on the shirt pocket, with the upper edge affixed just below the top pocket seam.

In regards to the Class A uniform, officers will wear as many service pins as earned. Service pins shall be worn in accordance with the order of importance as outlined in the Awards and Recognition Policy #126-02, starting from the top row and working from the outer body inward.

If an employee chooses not to wear his or her Service Pins, the name tag will be worn centered above the shirt pocket with the lower edge affixed just above the top pocket seam.

Additional specialty pins may be worn at the discretion and approval of the Chief of Police. These pins currently consist of Bike Patrol, Bomb Squad, Drug Recognition Expert, Commercial Motor Vehicle Inspector, K-9 and Traffic Wings. The pins will be worn centered above the service pins, or shirt pocket if service pins are not worn, and will coincide in color with the officer or supervisor's badge.

For those officers who choose to display an American Flag pin, it shall be worn centered directly above the service pins and separated by 1/4 of an inch. The pin shall be the one that is issued by the department in order to assure uniformity. The American Flag pin is not standard issue, but will be supplied if requested.

Medals (Valor, Purple Heart, Meritorious Service and Life Saving) shall be worn centered and flush on the left shirt pocket flap, directly below the badge. If an officer has multiple medals, they will be worn side by side with the inner edges 1/8 of an inch separating each of them and centered on the shirt pocket directly below the badge. Medals will be worn in accordance with the order of importance as outlined in the Awards and Recognition Policy, 126-02, starting from the center of the body and working outward. Medals are only worn during ceremonial functions which require the wearing of a Class A Uniform.

General Appearance:

All employees of the Department, while on duty or otherwise representing the Department shall adhere to generally accepted professional grooming and appearance guidelines.

Visible Body Piercing:

No employee of the Department, while on duty or otherwise representing the Department, may display a visible body piercing(s) other than females may display pierced ears. Uniformed females may wear a single ear pin in each ear as listed within this policy; Restrictions on Uniform Accessories. Additional ear piercing and jewelry for non-uniformed and civilian female employees may be authorized by the Captain in that employee's chain of command. Authorization shall be based on that employee's work environment, assignment and responsibilities.

Tattoos and Branding:

Department personnel that are on-duty or representing the department in any capacity shall adhere to the following: While on duty, there shall be no visible tattoos on the neck, face, scalp, or below the wrist with the only exceptions and approval process mentioned hereafter. Moreover, no tattoos shall be displayed while on duty which are obscene, offensive, extremist, indecent, racist, sexist or vulgar. If a tattoo is in question as to whether it falls into one of the aforementioned categories, review and approval shall be with the Chief of Police. Should an officer have a tattoo that would follow into one of these categories, then the method to be used for covering the tattoo is dependent upon the location on the body. The following guidelines shall be followed:

1. Tattoos on the arms shall be covered by long sleeve shirts;
2. Tattoos on the legs shall be covered by pants;
3. Tattoos on the ears, face, head, neck, or hands shall be covered by either make-up, a small adhesive bandage, glove or skin colored tape.

Tattoos or brands appearing on ears, face, head, or neck, which are consistent with the religious or cultural practices of indigenous peoples, may be granted an exception by the Chief of Police. The only tattoo below the wrist or on the hands or fingers which does not need approval is a wedding ring style tattoo on the associated finger. The Chief of Police shall have the final say as to the applicability of the wearer of such tattoos or brands in relation to the indigenous cultures or religions.

Uniformed Footwear:

The footwear policy for uniformed Department employees is as follows:

1. Uniform shoes or boots are black in color and constructed of smooth leather uppers or permanent shine man-made uppers with a choice of outsoles. All black, unpolished shoes may be worn with the approval of the Chief of Police or designee.
2. Shoes may be plain toe style or a walking/coach type shoe with black lacing. Wingtip, loafer or slip-on shoes are not acceptable;
3. Boots may be the pull-on or lace up style with a plain toe style. Hiking boots, engineer boots, and construction boots are not acceptable. Motorcycle officers must wear the approved style boots;

4. Shoes or boots with design stitching or ornamental dressing as well as other decorated shoes or boots are not acceptable. All logos, tags or lettering that is not black in color shall be removed or the color altered to appear black in color;
5. All footwear should be sturdy, of high quality and kept clean and in good repair at all times;
6. During inclement weather, galoshes, overshoes or snow boots may be worn. Boots of bright color or multi-colors, stripes, designs or any printing or logos are not acceptable;
7. Footwear must be professional in appearance and be maintained to acceptable levels. Shoes or boots found not to meet the above standards due to lack of maintenance or lack of quality are not acceptable or approved for use;
8. Due to the specialized nature of the Bicycle Patrol Officers' duties and work environment, approved footwear for Bicycle Patrol Officers may also include shoes or boots of a nature consistent with operation of bicycles. At the discretion of the Patrol Services Captain, approved footwear for the Bicycle Patrol Officers may include shoes or boots that are non-leather of man-made materials, shoes or boots that are athletic in nature, shoes or boots that may be of a bright color other than black, and which may potentially display manufacturer's logos that are not distracting in nature.

Hair Styles:

While on duty, all members and employees of this Department will be well groomed and clean in their person. Extreme, eccentric, or faddish haircuts or hairstyles are not authorized. If department members use dyes, tints, or bleaches, they must choose a natural hair color. Colors that detract from a professional appearance are prohibited. Therefore, department members must avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, and fluorescent or neon colors.

Male Uniformed Members:

- Hair is neat, clean, and styled to present a groomed appearance;
- Sideburns will not extend below the bottom of the ear or cover any part of the ear and will present a well-groomed and professional appearance;
- Members will be clean shaven with the exception of moustaches. Moustaches will be neatly trimmed, should not extend below the corners of the mouth, and should be professional in appearance.

Female Uniformed Members:

- The hair must be pulled away from the face for clear, peripheral vision;
- Female members with collar length hair or longer will wear it pulled back and secured for a neat and professional appearance. Braids, ponytails, and buns are acceptable styles.

Detectives:

- Hair is neat, clean, and styled to represent a groomed appearance;
- Hair style restrictions for Detectives may be dictated by the Detective Lieutenant.

Public Appearances, Training, and School Attire:

Detectives, officers, and civilians attending training sessions, schools, presentations, or otherwise representing the Department, while not wearing an issued uniform are encouraged to dress appropriately and in good style. Apparel that is not allowed is as follows:

1. Blue jeans or denim pants;
2. Athletic type shoes;
3. Tee shirts/tank tops or shirts bearing logos;
4. Shorts.

Supervisors or the training coordinator may approve a deviation from the above restrictions should an assignment dictate, or the training is of a nature where more casual wear is necessary.

Court and Hearing Attire:

Detectives, officers, and civilians will dress appropriately when attending any court or hearing. Uniformed officers may wear the issued Class B duty uniform while adhering to any restrictions or requirements governing firearms as set forth by the court.

Jury Trials in Federal, District, or Magistrate Courts:

Dress shirt, ties, slacks, and appropriate footwear are required for men. Women may wear business attire or appropriate dresses. Officers may choose to wear a Class A uniform at their discretion.

Magistrate, Municipal, or Motor Vehicle Department, Bench Trials or Hearings:

A collared shirt and slacks with appropriate footwear are required for men. Women may wear office attire or appropriate dress.

Detectives, officers, and civilians who are responding to court or a hearing from a specialized assignment or training sessions, who have not been adequately notified by the court, may appear in their current attire as approved by the Supervisor or training coordinator.

Detective Attire:

Detectives shall dress neatly in professional and appropriate office attire during normal duties and responsibilities except as noted above for Court or Hearing appearances. Acceptable Detective attire shall include dress or casual slacks, a collared shirt, and appropriate footwear. Shirts bearing noticeable logos other than emblems of the Farmington Police Department are not appropriate.

Detectives responding to call out situations will wear clothing appropriate to the incident and type of investigation to be conducted. Detectives responding to non-emergency investigations likely to require significant citizen contact should be neatly dressed in appropriate pants and a collared shirt.

Detectives working specialized assignments such as surveillance, plain clothes operations, or operations requiring unique or specialized clothing may deviate from the accepted attire standards at the discretion of the Detective Lieutenant.

Civilian Attire:

Community Service Officers are issued a uniform that substantially differs from sworn personnel uniforms. Civilian Staff, Police Assistants, instructors, secretaries, evidence technicians, records technicians, clerks, operators, and other civilian employees shall wear either Department issued attire or neat, clean, and professional attire suitable for their individual assignments and responsibilities.

Civilian volunteers and Adult School Crossing Guards shall be issued clothing or reflective vests as needed to fulfill their respective duties. All issued clothing or reflective vests differ substantially from those of sworn personnel. Adult School Crossing Guards, while on duty, shall wear the issued reflective vest.

Explorer Post members shall wear the appropriate uniform, which is outlined in the Police Explorer Post Policy #116-09.

Restrictions on Uniform Accessories:

The accepted uniform hat is a Department issued Lancaster style which may be worn at the officers' discretion. The Department issued ball cap may be worn during periods of inclement weather or as otherwise needed to protect the employee from the elements, including sun protection. The Department issued ball cap should not be worn indoors. The ball cap shall be maintained in good condition, free of stains, debris, excessive fading and shall not be modified from the issued condition other than a slight rounding of the bill.

Division Supervisors may, at their discretion, authorize the issuance of a ball cap applicable to the Division's needs.

Gloves may be worn at the discretion of the officer. They will be black in color, and of a plain design, with no ornamentation or logos. Gloves with reinforced, hardened, weighted backs, palms, or knuckles are not allowed. Any exceptions as to glove color and/or type must be approved by the Chief of Police or designee.

Tee shirts are worn under the patrol uniform shirt. Tee shirts may be black, white, or navy blue in color and of a crew or "V" neck style. Any exceptions as to Tee shirt color must be approved by the Chief of Police or designee.

Navy blue or black turtle neck or mock turtle neck shirts may be worn under the patrol uniform shirt during cold weather at the discretion of the officer. The collar of the turtle neck shirt should not protrude above the collar of the uniform shirt.

Winter hats, knit fleece (watch caps/beanies) must be solid black in color with no visible ornamentation or logos.

Officers are issued a Department approved jacket upon hire. Officer may purchase a "soft shell" jacket to wear on duty. The "soft-shell" jacket must be black or navy blue in color with no ornamentation or visible logos. The "soft-shell" jacket must have the officer's nametag, department badge, and department patches affixed.

While wearing the Department uniform, Navy blue or black socks are worn with low quarter shoes. Officers in uniform shall not wear any visible jewelry with the exceptions of watches and wedding bands/engagement rings. Female officers may wear ear pins which are earrings that pierce the ear, however, are flush on both the front and back side. No part of the ear pin will extend off the ear. Ear pins may only be worn on the lobe portion of the ear. Any other type of body piercing accessory is considered jewelry and must comply with these restrictions.

Restrictions on Wearing of the Uniform:

Wearing an official department uniform is prohibited in the following situations:

1. In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment unless authorized by the Chief of Police or designee;
2. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except; as authorized by the Chief of Police or designee;
3. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
4. When wearing the uniform would bring discredit upon the department;
5. When specifically prohibited by other department regulations or policies.

Long Sleeve Shirt Sleeves:

All long sleeve uniform shirts must have unrolled sleeves, and the cuffs must remain closed with the button or Velcro secured while outside the police station or substations and any time officers are observed by the public.

Class A Uniform:

The Class "A" Uniform will be worn for special or formal events, such as funerals, graduations, promotions, ceremonies or as deemed appropriate. The Class A Uniform will consist of the following components:

1. Long sleeve uniform shirt and pants consisting of wool or wool/polyester blend;
2. Uniform tie;
3. Polished duty belt (for both sworn and non-sworn), holster, single cuff case and magazine pouch (as applicable),
4. Polished smooth leather shoes or boots;
5. All other standard uniform components (as applicable).

For funerals and other formal events, the Lancaster style uniform hat and white gloves are worn as directed. In addition, officers attending funerals or fallen officer memorial events shall wear their medals and service pins in accordance with this policy.

Class B Uniform:

The class B uniform will consist of the same uniform as the class A with the following exceptions:

1. The long or short sleeve shirt may be worn with the collar open, no tie is required.
2. All shirt buttons must remain buttoned except for the last button at the neck.
3. Polished shoes.
4. Approved all black unpolished shoes may be worn.

Class C Uniform:

The class C uniform will consist of a ripstop BDU style uniform. The class C uniform shirt may consist of long or short sleeves.

Outer Vest Carriers:

Officers are authorized to wear outer vest carriers with the class B or class C uniform. The outer vest carrier must be made of the same material as the uniform it is worn with. Officer who wish to utilize an outer vest carrier are responsible for purchasing the carrier and undershirts themselves.

Additional:

Certain specialty assignments may be authorized to wear uniforms outside the scope of this policy as approved by the Chief of Police or designee.